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LEGISLATIVE SUPPLEMENT

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PART-III

GOVERNMENT OF PUNJAB
DEPARTMENT OF PLANNING
(PLANNING BRANCH)

NOTIFICATION

The 24th February, 2023

No. G.S.R. 14/Const./Art.309/2023.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and the conditions of Service of the persons appointed to the State Directorate of Statistics, Punjab (Group A) Service, namely:-

RULES

1. Short title, commencement and application.- (1) These rules may be called the State Directorate of Statistics, Punjab (Group A) Service Rules, 2023.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A' to these rules.

2. Definition.- (I) In these rules, unless the context otherwise requires, -

(a) 'Appendix' means an appendix appended to these rules;

(b) 'Administrative Secretary', wherever appearing in these rules, means the Secretary or Principal Secretary or Additional Chief Secretary or Financial Commissioner or Special Chief Secretary, whosoever is the administrative head of the Department;

(c) 'Director Statistics' means the Director Statistics, State Directorate of Statistics, Punjab;

(d) 'Government ' means the Government of the State of Punjab in the Department of Planning; and

(e) 'Service ' means the State Directorate of Statistics, Punjab (Group A) Service.

(II) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. Number and character of posts.-The Service shall comprise of the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority.- Appointment to the Service shall be made by the Government.

5. Pay of members of Service.—The members of the Service shall be entitled to such scales of pay as may be authorized by the Government of Punjab, Department of Finance from time to time. The scales of pay, at present in force, in respect of the members of the Services are given in Appendix 'A'.

6. Method of appointment, qualification and experience.—(1) Appointment to the Service shall be made in the manner specified in Appendix 'B':

Provided that if, no suitable candidate is available for appointment by promotion or by direct appointment, then appointment to the Service shall be made by transfer of a person holding a similar or identical post under a State Government or Government of India.

(2) No person shall be appointed to any post in the Service unless he possesses the qualifications and experience as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on the basis of seniority-cum-merit and no person shall have any right to claim promotion on the basis of seniority alone. In case for the post of Director Statistics, the promotion shall be made on the basis of merit-cum-seniority.

7. Discipline, punishment and appeal.—(1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the members of the Service against an order, as specified in the Punjab Civil Services (Punishment and Appeal) Rules, 1970 shall be as per Appendix 'C'.

8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.—(1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

9. Repeal and savings.— The Punjab Economic and Statistical Organization (State Services Class 1) Rules, 1963 are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

10. Interpretation.— If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel, shall decide the same.

APPENDIX 'A'
(See rules 1 (3), 3 and 5)

Serial Number	Designation of the post	Number of posts		Scale of the pay as per 5th Pay Commission (in rupees)	Scale of the pay as per 6th Pay Commission	Scale of the pay of the member of Service recruited after 17 th July, 2020, as per 7th Central Pay Commission
		Permanent	Total			
1	Director Statistics	1	1	37400-67000 +8800	Level 29 (123400-210000)	—
2	Joint Director	2	2	15600-39100 +7600	Level 23 (83600-203100)	—
3	Deputy Economic and Statistical Adviser	15	15	15600-39100+6600	Level 21 (67400-201200)	—
4	Research Officer	22	22	10300-34800+5000	Level 16 (48700-154300)	47600/- (Level-8)
5	Superintendent Grade 1	1	1	10300-34800+5000	Level 16 (48700-154300)	—

APPENDIX 'B'

(See rule 6)

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1	Director Statistics	—	Hundred Percent	—	<p>From amongst the Joint Directors having ten years experience of guiding and conducting research work on various Economic and Statistical matters as Deputy Economic and Statistical Adviser or Joint Director out of which minimum two years experience of working as Joint Director.</p> <p>In case no suitable candidate is available for promotion then the appointment may be made by transfer having the following qualification, namely:-</p> <p>Master's Degree with atleast fifty percent marks in Economics or Commerce or Agricultural Economics or Statistics with Statistics as one of the papers from a recognized university or an institution with fifteen years experience in guiding and conducting research in various Economic and Statistical matters either in a university or in some Economic and Statistical Organization in a Group A capacity.</p>

2	Joint Director	—	Hundred Percent	—	<p>From amongst the Deputy Economic and Statistical Advisers having eight years experience in guiding and conducting research in various Economic and Statistical matters as Group A officer, out of which three years experience of working should be as Deputy Economic and Statistical Adviser.</p> <p>In case no suitable candidate is available for promotion then the appointment may be made by transfer having the following qualification, namely:-</p> <p>Master's Degree with atleast fifty percent marks in Economics or Commerce or Agricultural Economics or Statistics with Statistics as one of the papers from a recognized university or an institution with ten years experience in guiding and conducting research in Economic and Statistical matters either in a university or in some State Directorate of Statistics.</p>
3	Deputy Economic and Statistical Adviser	—	Hundred Percent	—	<p>From amongst the Research Officers who have an experience of working as such for a minimum period of five years.</p> <p>In case no suitable candidate is available for promotion then the appointment may be made by transfer having the following qualification, namely:-</p> <p>Master's Degree with atleast fifty percent marks in Economics or Commerce or Agricultural Economics or Statistics with Statistics as one of the papers from a recognized university or an institution with eight years experience of working in supervising and conducting research in various Economic and Statistical matters in a university or in some State Directorate of Statistics in Group A capacity.</p>

4	Research Officer	Fifty Percent	Fifty Percent	Should possess master's degree with atleast fifty percent marks in Economics or Agricultural Economics or Statistics or Commerce with Statistics as one of the papers from a recognized university or an institution and atleast one year experience in statistical work in a State or Central Government department or recognised university, Research institute or Public Sector Undertaking.	From amongst the Assistant Research Officers who are members of the State Directorate of Statistics, Punjab (Group B) Service and who have an experience of working as such for a minimum period of two years.
5	Superintendent Grade-I	—	Hundred Percent	—	From amongst the Superintendents Grade-II who are members of the State Directorate of Statistics, Punjab (Group B) Service and who have an experience of working as such for a minimum period of two years.

APPENDIX 'C'

(See rule 7)

Serial Number	Designation of the post	Nature of *Penalty /or @ Order	Authority empowered to impose penalty or pass order	Appellate Authority
1	2	3	4	5
1	Director Statistics	Minor i) Censure ii) withholding of his promotion. iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders. iv) Withholding of increments of pay without cumulative effect.	Minister Incharge	Chief Minister
		Major v) Withholding of increments of pay with cumulative effect or reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay. vi) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service, vii) Compulsory retirement viii) Removal from service which shall not be a disqualification for future employment under the Government, ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.	Minister Incharge	Chief Minister
2	Joint Director	Minor i) Censure ii) withholding of his promotion. iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders. iv) Withholding of increments of pay without cumulative effect.	Administrative Secretary	Minister Incharge
3	Deputy Economic & Statistical Adviser			
4	Research Officer			
5	Superintendent Grade-I			

		<p>Major</p> <p>v) Withholding of increments of pay with cumulative effect or reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay,</p> <p>vi) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service,</p> <p>vii) Compulsory retirement</p> <p>viii) Removal from service which shall not be a disqualification for future employment under the Government,</p> <p>ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.</p>	Administrative Secretary	Minister Incharge
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APPENDIX 'D'

(See rule 8)

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES I BRANCH)**

Notification

The 4th May, 1994

No. G.S.R. 33/Const./Art.309/94.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:—

1 Short title, commencement and application. —

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

2 Definitions.—In these rules, unless the context otherwise requires, —

- (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;
- (b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- (c) "Commission" means the Punjab Public Service Commission;
- (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- (f) "recognised university or institution" means,—
 - (i) any university or institution incorporated by law in any of the State of India; or

- (ii) any other university or institution, which is declared by the Government to be a recognised university or institution for the purposes of these rules;
- (g) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J&K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir Chakra or Vir Chakra; provided that, —
 - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
 - (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note :- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3 Nationality, domicile and character of person appointed to the service.—

- (1) No person shall be appointed to the Service unless he is,—
 - (a) a Citizen of India ; or
 - (b) a Citizen of Nepal ; or
 - (c) a Subject of Bhutan ; or

- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice,—
- (3) No person shall be recruited to the service by direct appointment, unless he produces,—
 - (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with him in his private life and are unconnected with his university, college, school or institution; and
 - (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification.— No person;-

- a) who has entered into or contracted a marriage with a person having a spouse living; or
- b) who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the

other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

- 5. Age.—**(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be,-

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a War-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

- 5A. Increase in upper age limit.—**Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.

- 6. Qualifications etc.**—Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be as specified in the Service Rules made for that Service;

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

- 7. Probation.**— (1) A person appointed to any post in the service shall remain on probation for a period of **three** years, if recruited by direct appointment and one year if appointed otherwise :

Provided that.—

- (a) any period after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the periods of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may, —
- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and

- (b) if such person is appointed otherwise.—
 - (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,—
 - (a) if his work and conduct has in its opinion been satisfactory—
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
 - (b) If his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules,—
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years, if appointed otherwise.

- 8. Seniority.**—The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the

Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:--

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their *inter-se-seniority* shall be determined on the basis of their age. This is, an older person shall be senior to the younger person.

Note:—Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

- 9. **Liability of members of Service to transfer.**—A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume 1, Part 1.
- 10. **Liability to serve.**—A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
- 11. **Leave, pension and other matters.**—In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service

shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12. Discipline, penalties and appeals.— (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the Government employee shall be such as may be specified in the Service Rules.

13. Liability for vaccination re-vaccination.— Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. Oath of allegiance.— Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he-	From amongst the clerks, who have an experience of working as such for a minimum period of four years.
i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	
(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.	

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, typewriting on Computer to be conducted by the Board or the Appointing Authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2)".

15. Minimum educational and other qualifications:—

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised University or Institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, on computer to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at the speed of thirty words per minutes:

Provided that where appointment of Group 'C' non-technical post is offered to a War-Hero, who has been discharged from Defence Services or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).

15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –

Direct appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he—	(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year:
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of four years; and
(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-	(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-
(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a	(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi

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| <p>speed of 20 words per minute;
and
(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the language shall be considered to have qualified the test for appointment as Senior Scale Stenographer".</p> <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> | <p>language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and
(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer".</p> |
|---|--|

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

- 16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.—** No person shall be given direct appointment to the post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government, unless he, —

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

- 17. Knowledge of Punjabi Language.**— No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of the Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi language equivalent to

Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

- 18. Promotion to Group 'A' and Group 'B' Services.**— (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of *merit-cum-seniority* as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The Officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion.**—In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded there for in writing from the operation of this rule.

- 19. Power to relax.**— Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons :

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

- 20. Over riding effect.**— The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

- 21. Interpretation.—** If any, question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs 11,660 or more;
Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs 5,160 to 10,639.

A.S. CHATTHA

Chief Secretary to Government of Punjab.

VIKAS PRATAP,

Principal Secretary to Government of Punjab,

Department of Planning.

PART-III

GOVERNMENT OF PUNJAB
DEPARTMENT OF PLANNING
(PLANNING BRANCH)

NOTIFICATION

The 24th February, 2023

No. G.S.R.15/Const./Art.309/2023.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating to the recruitment and conditions of Service of the persons appointed to the State Directorate of Statistics, Punjab (Group B) Service, namely:-

RULES

1. Short title, commencement and application.- (1) These rules may be called the State Directorate of Statistics, Punjab (Group B) Service Rules, 2023.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A' to these rules.

2. Definition- (I) In these rules, unless the context otherwise requires, -

- a) 'Appendix' means an appendix appended to these rules;
- b) 'Administrative Secretary', wherever appearing in these rules, means the Secretary or Principal Secretary or Additional Chief Secretary or Financial Commissioner or Special Chief Secretary, whosoever is the administrative head of the Department;
- c) 'Director Statistics' means the Director Statistics to Government to Punjab, State Directorate of Statistics, Punjab;
- d) 'Government ' means the Government of the State of Punjab in the Department of Planning; and
- e) 'Service ' means the State Directorate of Statistics, Punjab. (Group B) Service.

(II) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. Number and character of posts.-The Service shall comprise of the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority.-Appointment to the Service shall be made by the Government.

5. Pay of members of Service - The members of the Service shall be entitled to such scales of pay as may be authorized by the Government of Punjab, Department of Finance from time to time. The scales of pay, at present in force, in respect of the members of the Service are given in Appendix 'A'.

6. Method of appointment, qualification and experience.-(1) Appointment to the Service shall be made in the manner specified in Appendix 'B':

Provided that if, no suitable candidate is available for appointment by promotion or by direct appointment, then appointment to the Service shall be made by transfer of a person holding a similar or identical post under a State Government or Government of India.

(2) No person shall be appointed to any post in the Service unless he possesses the qualifications and experience as specified against that post in appendix 'B'.

(3) Appointment to the Service by promotion shall be made on the basis of seniority-cum-merit and no person shall have any right to claim promotion on the basis of seniority alone.

7. Discipline, punishment and appeal.-(1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there-under in respect of the members of the Service against an order, as specified in the Punjab Civil Services (Punishment and Appeal) Rules, 1970 shall be as per Appendix 'C'.

8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-(1) In respect of the matters, which are not specifically provided in these rules, the members of the service shall be governed by the provisions of the Punjab Civil Services (General and Common conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

9. Repeal and savings.-The Punjab Economic and Statistical Organisation (Class-III) Service Rules, 1980 are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

10. Interpretation.-If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel, shall decide the same.

APPENDIX 'A'

(See rules 1 (3), 3 and 5)

Serial Number	Designation of the post	Number of posts		Scale of the pay as per 5th Pay Commission (in rupees)	Scale of the Pay as per 6th Pay Commission	Scale of the pay of the member of Service recruited after 17 th July, 2020, as per 7th Central Pay Commission
		Permanent	Total			
1	2	3	4	5	6	7
1	Superintendent Grade-II	2	2	10300-34800+4200	Level 12 (43000-136000)	-
2	Assistant Research Officer	64	64	10300-34800+4200	Level 12 (43000-136000)	35400/-
3	Senior Assistant	21	21	10300-34800+3800	Level 11 (38500-122700)	35400/- (Level-6)
4	Senior Scale Stenographer	3	3	10300-34800+3800	Level 11 (38500-122700)	35400/-

APPENDIX 'B'
(See rule 6)

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1	Superintendent Grade-II	—	Hundred percent	—	From amongst the Senior Assistants who have an experience of working as such for a minimum period of five years. In case no suitable candidate is available for promotion, then the appointment shall be made by transfer having the following qualification, namely:- Graduate from a recognised university or an institution, should have at least five years experience as Senior Assistant in any department of the Government of Punjab.
2	Assistant Research Officer	Fifty percent	Fifty percent	Should possess Masters Degree with at least fifty percent marks in Economics or Agricultural Economic or Commerce or Mathematics or Statistics with Statistics as one of the subjects from a recognised university or an institution.	From amongst the Statistical Assistants or Investigators or Data Entry Operators working under the control of the Director Statistics and who have an experience of working as such for a minimum period of five years who are graduates having Statistics or Mathematics or Economics as one of the elective subject from a recognized university or an institution. However, the first preference shall be given for promotion to the Statistical Assistants till their cadre exhausts.

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3	Senior Assistant	Twenty five percent	Seventy five percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.
4	Senior Scale Stenographer	—	Hundred percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.

APPENDIX 'C'

(See rule '7')

Serial Number	Designation of the post	Nature of *Penalty/or @ Order	Authority empowered to impose penalty or pass order	Appellate Authority
1	2	3	4	5
1	District Statistical Officer	Minor i) Censure ii) Withholding of his promotion.	Administrative Secretary	Minister Incharge
2	Superintendent Grade-II	iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders.		
3	Assistant Research Officer	iv) Withholding of increments of pay without cumulative effect		
4	Statistical Assistant			
5	Senior Assistant Senior Scale	Major v) Withholding of increments of pay with cumulative effect or reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.	Administrative Secretary	Minister Incharge
6	Stenographer	vi) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service,		

		vii)Compulsory retirement viii)Removal from service which shall not be a disqualification for future employment under the Government, ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		
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Note: The Posts at Serial number 1 District Statistical Officer and Serial Number 4
Statistical Assistant will be abolished after the retirement of existing
Incumbants working on these posts which have been declared dying cadre.

APPENDIX 'D'

(See rule 8)

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES I BRANCH)**

Notification

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:—

4 Short title, commencement and application. —

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (4) They shall come into force at once.
- (5) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

5 Definitions. — In these rules, unless the context otherwise requires, —

- (j) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;
- (k) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- (l) "Commission" means the Punjab Public Service Commission;
- (m) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- (n) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- (o) "recognised university or institution" means,—

- (iii) any university or institution incorporated by law in any of the State of India; or
- (iv) any other university or institution, which is declared by the Government to be a recognised university or institution for the purposes of these rules;
- (p) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (q) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (r)(i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J&K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (iii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir Chakra or Vir Chakra; provided that, —
 - (c) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
 - (d) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note :- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

6 Nationality, domicile and character of person appointed to the service. —

- (1) No person shall be appointed to the Service unless he is,—
- (f) a Citizen of India ; or
 - (g) a Citizen of Nepal ; or
 - (h) a Subject of Bhutan ; or
 - (i) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
 - (j) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India;

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice,—
- (3) No person shall be recruited to the service by direct appointment, unless he produces,—
- (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with him in his private life and are unconnected with his university, college, school or institution; and
 - (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification.— No person;-

- a) who has entered into or contracted a marriage with a person having a spouse living; or
- b) who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.—(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be,-

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a War-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

5A. Increase in upper age limit.— Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.

6. Qualifications etc.—Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be as specified in the Service Rules made for that Service;

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. Probation.— (1) A person appointed to any post in the service shall remain on probation for a period of **three** years, if recruited by direct appointment and one year if appointed otherwise :

Provided that.—

- (e) any period after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (f) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the periods of probation;
 - (g) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (h) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has

failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may, —

- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - (b) if such person is appointed otherwise.—
 - (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,—
- (a) if his work and conduct has in its opinion been satisfactory—
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
 - (b) If his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules,—
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years, if appointed otherwise.

8. **Seniority.**—The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such

period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:--

- (e) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (f) a person appointed by promotion shall be senior to a person appointed by transfer;
- (g) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (h) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their *inter-se-seniority* shall be determined on the basis of their age. This is, an older person shall be senior to the younger person.

Note:—Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

- 9. Liability of members of Service to transfer.**—A member of a Service may be transferred to any post whether included in any other service or not, on the

same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume 1, Part 1.

- 10. Liability to serve.**—A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
- 11. Leave, pension and other matters.**—In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
- 12. Discipline, penalties and appeals.**— (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.
(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the Government employee shall be such as may be specified in the Service Rules.
- 13. Liability for vaccination re-vaccination.**— Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
- 14. Oath of allegiance.**— Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he-	From amongst the clerks, who have an experience of working as such for a minimum period of four years.
ii) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(iv) Qualifies in the competitive test specified by the appointing authority from time to time; and	
(v) Possesses at least one hundred and	

twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, typewriting on Computer to be conducted by the Board or the Appointing Authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2)".

15. Minimum educational and other qualifications:—

- (3) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised University or Institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (4) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, on computer to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at the speed of thirty words per minutes:

Provided that where appointment of Group 'C' non-technical post is offered to a War-Hero, who has been discharged from Defence Services or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).

15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –

Direct appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he—	(iv) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year:
(v) Possesses the Bachelor's Degree from a recognised University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists,

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| <p>(vi) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(c) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and</p> <p>(d) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at the speed of 12 words per minute.</p> <p>(vii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the language shall be considered to have qualified the test for appointment as Senior Scale Stenographer".</p> <p>(viii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> | <p>who have an experience of working as such for a minimum period of four years; and</p> <p>(v) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(c) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(d) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(vi) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer".</p> |
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OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

- 16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.**— No person shall be given direct appointment to the post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government, unless he, —

- (d) Possesses Bachelor's Degree from a recognised University or Institution; and
- (e) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (f) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

- 17. Knowledge of Punjabi Language.**— No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of the Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

- 18. Promotion to Group 'A' and Group 'B' Services.**— (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of *merit-cum-seniority* as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The Officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(d) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(e) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion.**—In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for

reasons to be recorded there for in writing from the operation of this rule.

- 19. Power to relax.**— Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons :

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

- 20. Over riding effect.**— The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

- 21. Interpretation.**— If any, question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs 11,660 or more;
Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs 5,160 to 10,639.

A.S. CHATTHA

Chief Secretary to Government of Punjab.

VIKAS PRATAP,

**Principal Secretary to Government of Punjab,
Department of Planning.**

PART-III

GOVERNMENT OF PUNJAB
DEPARTMENT OF PLANNING
(PLANNING BRANCH)

NOTIFICATION

The 24th February, 2023

No. G.S.R. 16/Const./Art.309/2023.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and conditions of Service of the persons appointed to the State Directorate of Statistics, Punjab (Group C) Service, namely:-

RULES

1. Short title, commencement and application.- (1) These rules may be called the State Directorate of Statistics, Punjab (Group C) Service Rules, 2023.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A' to these rules.

2. Definition.- (I) In these rules, unless the context otherwise requires,-

- a) 'Appendix' means an appendix appended to these rules;
- b) 'Administrative Secretary', wherever appearing in these rules, means the Secretary or Principal Secretary or Additional Chief Secretary or Financial Commissioner or Special Chief Secretary, whosoever is the administrative head of the Department.
- c) 'Director Statistics' means the Director Statistics to Government of Punjab, State Directorate of Statistics, Punjab;
- d) 'Government ' means the Government of the State of Punjab in the Department of Planning ; and
- e) 'Service ' means the State Directorate of Statistics, Punjab (Group C) Service.

(II) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. Number and character of posts.-The Service shall comprise of the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority.-Appointment to the Service shall be made by the Director Statistics.

5. Pay of members of Service. - The members of the Service shall be entitled to such scales of pay as may be authorized by the Government of Punjab, Department of Finance from time to time. The scales of pay, at present in force, in respect of the members of the Service are given in Appendix 'A'.

6. Method of appointment, qualification and experience.-(1) Appointment to the Service shall be made in the manner specified in Appendix 'B':

Provided that if, no suitable candidate is available for appointment by promotion or by direct appointment, then appointment to the Service shall be made by transfer of a person holding a similar or an identical post under a State Government or Government of India.

(2) No person shall be appointed to any post in the Service unless he possesses the qualifications and experience as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on the basis of seniority-cum-merit and no person shall have any right to claim promotion on the basis of seniority alone.

7. Discipline, punishment and appeal.-(1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there-under in respect of the members of the Service against an order, as specified in the Punjab Civil Services (Punishment and Appeal) Rules, 1970 shall be as per Appendix 'C'.

8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-(1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

9. Repeal and savings.-The Punjab Economic and Statistical Organisation (State Services Class III) Rules, 1980 are hereby repealed:

Provided that any order issued or any action taken under the Rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

- 10. Interpretation.**-If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel, shall decide the same.

APPENDIX 'A'

(See rules 1 (3), 3 and 5)

Serial Number	Designation of the post	Number of posts		Scale of the pay as per 5th Pay Commission (in rupees)	Scale of the Pay as per 6 th Pay Commission (in rupees)	Scale of the pay of the member of Service recruited after 17 th July, 2020, as per 7 th Central Pay Commission
		Permanent	Total			
1	2	3	4	5	6	7
1	Librarian	1	1	10300- 34800+3600	Level 10 (38100- 120400)	35400/-
2	Junior Scale Stenographer	5	5	10300- 34800+3200	Level 7 (28900- 91600)	29200/- (Level-6)
3	Clerk	16	16	5910- 20200+1900	Level 3 (20200- 64000)	19900/- (Level-2)
4	Investigator	170	170	5910- 20200+1900	Level 3 (20200- 64000)	19900/- (Level-2)

APPENDIX 'B'
(See rule 6)

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1	Librarian	Hundred percent	—	Should possess Graduation Degree of a recognized university or an institution with degree in Library Science with atleast fifty percent marks.	—
2	Junior Scale Stenographer	Sixty percent	Forty percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.
3	Clerk	Eighty five percent	Fifteen percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.
4	Investigator	Hundred percent	—	Should possess Graduation degree with Statistics or Economics or Mathematics as one of the elective subject from a recognized university or an institution.	—

APPENDIX 'C'

(See rule '7')

Serial Number	Designation of the post	Nature of *Penalty/or @ Order	Authority empowered to impose penalty or pass order	Appellate Authority
1	2	3	4	5
1	Librarian	Minor	Director	Administrative
2	Junior Scale	i) Censure	Statistics	Secretary
3	Stenographer	ii) Withholding of his promotion.		
4	Clerk	iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders.		
5	Investigator	iv) Withholding of increments of pay without cumulative effect.		
6	Data Entry Operator	Major	Director	Administrative
7	StenoTypist	v)Withholding of increments of pay with cumulative effect or reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay,	Statistics	Secretary
	Driver	vi) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service,		
		vii)Compulsory retirement		
		viii)Removal from service which shall not be a disqualification for future employment under the Government,		
		ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		

Note: The Posts at Serial number 4 Data Entry Operator, Serial Number 5 Stenotypist and Serial Number 7 Driver will be abolished after the retirement of existing Incumbants working on these posts which have been declared dying cadre.

APPENDIX 'D'

(See rule 8)

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES I BRANCH)**

Notification

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:—

7 Short title, commencement and application. —

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (6) They shall come into force at once.
- (7) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

8 Definitions. — In these rules, unless the context otherwise requires, —

- (s) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;
- (t) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- (u) "Commission" means the Punjab Public Service Commission;
- (v) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- (w) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- (x) "recognised university or institution" means, —
 - (v) any university or institution incorporated by law in any of the State of India; or
 - (vi) any other university or institution, which is declared by the Government to be a recognised university or institution for the purposes of these rules;

- (y) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (z) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (aa) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J&K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (iv) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir Chakra or Vir Chakra; provided that, —
- (e) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
- (f) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note :- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

9 Nationality, domicile and character of person appointed to the service. —

- (1) No person shall be appointed to the Service unless he is,—
 - (k) a Citizen of India ; or
 - (l) a Citizen of Nepal ; or
 - (m) a Subject of Bhutan ; or
 - (n) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or

- (o) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice,—
- (3) No person shall be recruited to the service by direct appointment, unless he produces,—
 - (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with him in his private life and are unconnected with his university, college, school or institution; and
 - (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification.— No person;—

- a) who has entered into or contracted a marriage with a person having a spouse living; or
- b) who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

- 5. Age.—**(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in

the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be,-

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a War-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

5A. Increase in upper age limit.— Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.

6. Qualifications etc.—Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be as specified in the Service Rules made for that Service;

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or

dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. **Probation.**— (1) A person appointed to any post in the service shall remain on probation for a period of **three** years, if recruited by direct appointment and one year if appointed otherwise :

Provided that.—

- (i) any period after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (j) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the periods of probation;
 - (k) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (l) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may, —
- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - (b) if such person is appointed otherwise.—
 - (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,—
- (a) if his work and conduct has in its opinion been satisfactory—

- (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
- (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) If his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules,—
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years, if appointed otherwise.

8. **Seniority.**—The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:--

- (i) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (j) a person appointed by promotion shall be senior to a person appointed by transfer;
- (k) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (l) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their *inter-se-seniority* shall be determined on the basis of their age. This is, an older person shall be senior to the younger person.

Note:—Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

- 9. **Liability of members of Service to transfer.**—A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume 1, Part 1.
- 10. **Liability to serve.**—A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
- 11. **Leave, pension and other matters.**—In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
- 12. **Discipline, penalties and appeals.**— (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.
(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the

appellate authority there under in respect of the Government employee shall be such as may be specified in the Service Rules.

13. Liability for vaccination re-vaccination.— Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. Oath of allegiance.— Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he-	From amongst the clerks, who have an experience of working as such for a minimum period of four years.
iii) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(vi) Qualifies in the competitive test specified by the appointing authority from time to time; and	
(vii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.	

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Senior

Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, typewriting on Computer to be conducted by the Board or the Appointing Authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2)".

15. Minimum educational and other qualifications:—

- (5) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised University or Institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

- Possesses Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;
- (6) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, on computer to be conducted by

the Board or the appointing authority or the Department of Information Technology as the case may be, at the speed of thirty words per minutes:

Provided that where appointment of Group 'C' non-technical post is offered to a War-Hero, who has been discharged from Defence Services or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).

15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –

Direct appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he—	(vii) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year:
(ix) Possesses the Bachelor's Degree from a recognised University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of four years; and
(x) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-	(viii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-
(e) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and	(e) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and
(f) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/	(f) the passage in English shall

- | | |
|---|--|
| <p>computer) at the speed of 12 words per minute.</p> <p>(xi) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the language shall be considered to have qualified the test for appointment as Senior Scale Stenographer".</p> <p>(xii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> | <p>be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(ix) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer".</p> |
|---|--|

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.— No person shall be given direct appointment to the post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government, unless he, —

- (g) Possesses Bachelor's Degree from a recognised University or Institution; and
- (h) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and

- (i) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

- 17. Knowledge of Punjabi Language.**— No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of the Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Services.— (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of *merit-cum-seniority* as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The Officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(f) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(g) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion.**—In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded there for in writing from the operation of this rule.

19. Power to relax.— Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons :

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. Over riding effect.— The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

- 21. Interpretation.—** If any, question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs 11,660 or more;
Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs 5,160 to 10,639.

A.S. CHATTHA

Chief Secretary to Government of Punjab.

VIKAS PRATAP,

**Principal Secretary to Government of Punjab,
Department of Planning.**

PART-III

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PLANNING
(PLANNING BRANCH)**

NOTIFICATION

The 24th February, 2023

No. G.S.R. 17/Const./Art.309/2023.- In exercise of powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make following rules regulating the recruitment and conditions of service of persons appointed to the Department of Planning (Economic Policy and Planning Board) Group A Service, namely:-

RULES

1. Short title, commencement and application.-(1) These rules may be called the Department of Planning (Economic Policy and Planning Board) Group A Service Rules, 2023.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. Definition.- (1) In these rules, unless the context otherwise requires,-

- (a) 'Appendix' means an appendix appended to these rules;
- (b) 'Administrative Secretary' wherever appearing in these rules, means Special Chief Secretary or Additional Chief Secretary or Financial Commissioner or Principal Secretary or Secretary, whosoever is the administrative head of the Department;
- (c) 'Government' means the Government of the State of Punjab in the Department of Planning;
- (d) 'Head of the Department' means an officer not below the rank of Joint Secretary to Government of Punjab in the Department of Planning notified as such by the Government; and
- (e) 'Service' means the Department of Planning (Economic Policy and Planning Board) Group A Service.

(II) The words and expressions used, but not defined in these rules, shall have same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. Number and character of posts. - The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority. - Appointments to the Service shall be made by the Government.

5. Pay of members of Service.- The members of the service shall be entitled to such scales of pay as may be authorized by the Government of Punjab in Department of Finance from time to time. The scales of pay, at present in force, in respect of the members of the Service are given in Appendix 'A'.

6. Method of appointment, qualification and experience.-(1) All appointments to the Service shall be made in the manner specified in appendix 'B':

Provided that if no suitable candidate is available for appointment by promotion or by direct appointment, then appointment to the Service may be made by transfer of a person holding analogous post under State Government or Government of India.

(2) No person shall be appointed to any post in the Service, unless he possesses the qualifications and experience as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis and no person shall have any right to claim promotion on the basis of seniority alone.

7. Discipline, punishment and appeal .-(1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the members of the Service against an order as specified in the Punjab Civil Services (Punishment and Appeal) Rules, 1970 shall be as per Appendix 'C'.

8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.- (1) In respect of matters which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

9. Repeal and savings.- The Punjab State Planning Board (Class-I) Service Rules, 1988 and the Punjab State Planning Board (State Service Class-II) Service Rules, 1976 in case of Research Officer and Private Secretary are hereby repealed:

Provided that any order issued or any action taken under the Rules so repealed shall be deemed to have been issued or taken under the corresponding provisions of these rules.

10. Interpretation.- If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

APPENDIX 'A'

(See rules 1(3), 3 and 5)

Serial Number	Designation of the post	Number of posts		Scale of the Pay as per 5 th Pay Commission (in rupees)	Scale of the Pay as per 6 th Pay Commission (in rupees)	Scale of Pay for the member of the service recruited after 17 th July, 2020 as per 7 th Central Pay Commission
		Permanent	Total posts			
1	2	3	4	5	6	7
1	Director	1	1	15600-39100+8400	Level-26 (115000-207900)	--
2	Joint Director	2	2	15600-39100+7600	Level-23 (83600-203100)	--
3	Deputy Director	4	4	15600-39100+6600	Level-21 (67400-201200)	--
4	Research Officer	6	6	10300-34800+5000	Level-16 (48700-154300)	47,600 (Level-8)
5	Programmer	1	1	10300-34800+5000	Level-16 (48700-154300)	47,600 (Level- 8)
6	Private Secretary	1	1	10300-34800+5000	Level-16 (48700-154300)	--

APPENDIX 'B'

(See rule 6)

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct Appointment	Promotion
1	2	3	4	5	6
1	Director	-	Hundred percent	--	<p>(1) From amongst the Joint Directors who have an experience of working as such for a minimum period of one year,</p> <p>(2) In case no suitable candidate is available, appointment shall be made by transfer having the following qualifications, namely :-</p> <p>Master's Degree in Economics or Mathematics or Agricultural Economics or Commerce or Economic Statistics or Statistics with minimum fifty percent marks from a recognized university or institution with minimum working experience of ten years in guiding and conducting economic planning and research work in Applied Economics or Statistics or designing and supervising socio-economic survey out of which minimum working experience of five years should be in economic planning under the State Government or Central Government or recognized university or</p>

					Research Institute or Public Sector Undertaking on a managerial position.
2	Joint Director	-	Hundred percent	-	<p>(1) From amongst the Deputy Directors who have an experience of working as such for a minimum period of six years;</p> <p>(2) In case no suitable candidate is available, appointment shall be made by transfer having the following qualifications, namely :-</p> <p>Master's Degree in Economics or Mathematics or Agricultural Economics or Commerce or Economic Statistics with minimum fifty percent marks from a recognized university or an institution with eight years working experience in guiding and conducting economic planning research work in Applied Economics or Statistics or designing and supervising socio-economic survey, out of which minimum five years working experience should be in economic planning under the State Government or Central Government or recognized university or Research Institute or Public Sector Undertaking on a</p>

					managerial position.
3	Deputy Director	-	Hundred percent	-	<p>From amongst the Research Officers who have an experience of working as such for a minimum period of six years;</p> <p>In case no suitable candidate is available for promotion, appointment shall be made by transfer having the following qualifications, namely :-</p> <p>Master's Degree in Economics or Agricultural Economics or Statistics from a recognized university or an institution (minimum fifty percent marks) with minimum five years experience of working in economic planning, development appraisal, evaluation or monitoring of projects or programmes of development, compilation or research work in Applied Economics or Statistics or in designing and supervising socio-economic surveys in a State Government or Central Government or recognized university or Research Institution or Public Sector Undertaking;</p> <p>or</p> <p>Master Degree in Economics or Mathematics or Agricultural Economics or Commerce or Statistics from a recognized university or an institution with minimum ten years experience of working in economic planning or</p>

					development appraisal or evaluation or monitoring projects or programmes of development, compilation or research work in Applied Economics or Statistics or designing and supervising socio- economic surveys in a State Government or Central Government or recognized university or Research Institution or Public Sector Undertaking.
4	Research Officer	Hundred percent	-	Should possess Master's degree with minimum fifty percent marks in Economics or Agricultural Economics or Commerce from a recognized university or an institution with minimum working experience of one year in economic planning or development appraisal of projects or programmes or compilation or research work in State or Central Government departments or recognized university or Research Institution or Public Sector Undertaking.	-

5	Programmer	Hundred percent	-	Should possess Degree in Bachelor of Engineering or Bachelor of Technology in Information Technology or Electronics and Communication or Computer Science from a recognized university or an institution with minimum fifty percent marks; Or Master's Degree in Computer Applications from a recognized university or an institution with minimum fifty percent marks in aggregate with two years working experience in field of Information Communication Technology in State or Central Government departments or recognized university or Research Institution or Public Sector Undertaking	---
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6.	Private Secretary	—	Hundred percent	—	<p>From amongst the Personal Assistants who are members of the Department of Planning (Economic Policy and Planning Board) Group B Service and who have an experience of working as such for a minimum period of one year.</p> <p style="text-align: center;">or</p> <p>From amongst the Senior Scale Stenographers who are members of the Department of Planning (Economic Policy and Planning Board) Group B Service and who have an experience of working as such for a minimum period of eight years.</p> <p>In case no suitable candidate is available for promotion, their appointment shall be made by transfer from the officials already in service on analogous posts in State Government or Central Government with a minimum period of three years working experience.</p>
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APPENDIX - 'C'

(See rule 7)

Serial Number	Designation of the post	Nature of Penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5
1		MINOR PENALTIES		
	<u>1. Director</u>	(i) Censure	Administrative Secretary	Minister-in-Charge
	<u>2. Joint Director</u>	(ii) Withholding of promotion.		
	<u>3. Deputy Director</u>	(iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders.		
	<u>4. Research Officer</u>			
	<u>5. Programmer</u>	(iv) Withholding of increments of pay without cumulative effect.		
	<u>6. Private secretary</u>			
		MAJOR PENALTIES		
		(i) Withholding of increments of pay with cumulative effect or reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.	-do-	-do-
		(ii) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service.		
		(iii) Compulsory retirement		

		(iv) Removal from service which shall not be a disqualification for future employment under the Government, (v) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		
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APPENDIX 'D'

(See rule 8)

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES I BRANCH)**

Notification

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:—

1 Short title, commencement and application. —

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

2 Definitions. — In these rules, unless the context otherwise requires, —

- (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;
- (b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- (c) "Commission" means the Punjab Public Service Commission;
- (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- (f) "recognised university or institution" means, —
 - (i) any university or institution incorporated by law in any of the State of India; or

- (ii) any other university or institution, which is declared by the Government to be a recognised university or institution for the purposes of these rules;
- (g) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J&K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir Chakra or Vir Chakra; provided that, —
 - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
 - (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note :- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3 Nationality, domicile and character of person appointed to the service. —

- (1) No person shall be appointed to the Service unless he is,—
 - (a) a Citizen of India ; or
 - (b) a Citizen of Nepal ; or
 - (c) a Subject of Bhutan ; or
 - (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or

- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice,—
- (3) No person shall be recruited to the service by direct appointment, unless he produces,—
 - (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with him in his private life and are unconnected with his university, college, school or institution; and
 - (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification.— No person;—

- a) who has entered into or contracted a marriage with a person having a spouse living; or
- b) who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

- 5. Age.—**(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year

immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be, -

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a War-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

5A. Increase in upper age limit.—Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.

6. Qualifications etc.—Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be as specified in the Service Rules made for that Service;

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be

graduation from a recognised university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. **Probation.**— (1) A person appointed to any post in the service shall remain on probation for a period of **three** years, if recruited by direct appointment and one year if appointed otherwise :

Provided that.—

- (a) any period after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the periods of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may, —
- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - (b) if such person is appointed otherwise.—
 - (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,—
- (a) if his work and conduct has in its opinion been satisfactory—
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or

(b) If his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules,—

- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
- (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years, if appointed otherwise.

8. Seniority.—The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:—

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and

- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their *inter-se-seniority* shall be determined on the basis of their age. This is, an older person shall be senior to the younger person.

Note:—Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer.**—A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume 1, Part 1.
10. **Liability to serve.**—A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
11. **Leave, pension and other matters.**—In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
12. **Discipline, penalties and appeals.**— (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.
(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the Government employee shall be such as may be specified in the Service Rules.
13. **Liability for vaccination re-vaccination.**— Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
14. **Oath of allegiance.**— Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he-</p> <p>i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and</p> <p>(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p>	<p>From amongst the clerks, who have an experience of working as such for a minimum period of four years.</p>

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, typewriting on Computer to be conducted by the Board or the Appointing Authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered

to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2)".

15. Minimum educational and other qualifications:—

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised University or Institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

- Possesses Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;
- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, on computer to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at the speed of thirty words per minutes:

Provided that where appointment of Group 'C' non-technical post is offered to a War-Hero, who has been discharged from Defence Services or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).

15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –

Direct appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he—</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the language shall be considered to have qualified the test for appointment as Senior Scale Stenographer".</p> <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year:</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of four years; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale</p>

in Office Productivity application or Stenographer".
Desktop publishing applications from
a Government recognised institution
or a reputed institution, which is ISO
9001, certified.

OR

Possesses a Computer Information
Technology course equivalent to 'O'
level certificate of Department of
Electronics Accreditation of
Computer Course (DOEACC) of
Government of India.

16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.— No person shall be given direct appointment to the post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government, unless he, —

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

17. Knowledge of Punjabi Language.— No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test

conducted by the Language Wing of the Department of Education of the Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

- 18. Promotion to Group 'A' and Group 'B' Services.**— (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of *merit-cum-seniority* as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The Officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion.**—In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded there for in writing from the operation of this rule.

- 19. Power to relax.—** Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons :
Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.
- 20. Over riding effect.—** The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.
- 21. Interpretation.—** If any, question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs 11,660 or more;
Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs 5,160 to 10,639.

A.S. CHATTHA

Chief Secretary to Government of Punjab.

VIKAS PRATAP,

**Principal Secretary to Government of Punjab,
Department of Planning.**

PART-III

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PLANNING
(PLANNING BRANCH)**

NOTIFICATION

The 24th February, 2023

No. G.S.R.18/Const./Art.309/2023.- In exercise of powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make following rules regulating recruitment and conditions of Service of persons appointed to the Department of Planning (Economic Policy and Planning Board) Group B Service, namely:-

RULES

1. Short title, commencement and application.-(I) These rules may be called the Department of Planning (Economic Policy and Planning Board) Group B Service Rules, 2023.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. Definition.- (I) In these rules, unless the context otherwise requires,-

- (a) 'Appendix' means an appendix appended to these rules;
- (b) 'Administrative Secretary' wherever appearing in these rules, means Special Chief Secretary or Additional Chief Secretary or Financial Commissioner or Principal Secretary or Secretary whosoever is the administrative head of the Department;
- (c) 'Government' means the Government of the State of Punjab in the Department of Planning;
- (d) 'Head of the Department' means an officer not below the rank of Joint Secretary to Government of Punjab in the Department of Planning notified as such by the Government;
- (e) 'Service' means the Department of Planning (Economic Policy and Planning Board) Group B Service.

(II) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. Number and character of posts.—The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority.—Appointments to the Service shall be made by the Government.

5. Pay of members of Service.—The members of the Service shall be entitled to such scales of pay as may be authorized by the Government of Punjab in Department of Finance from time to time. The scales of pay, at present in force, in respect of the members of the Service are given in Appendix 'A'.

6. Method of appointment, qualification and experience.—(1) All Appointments to the Service shall be made in the manner specified in appendix 'B':

Provided that if no suitable candidate is available for appointment by promotion or by direct appointment, then appointment to the Service shall be made by transfer of a person holding analogous post in State Government or Government of India.

(2) No person shall be appointed to any post in the Service unless he possesses the qualifications and experience as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis and no person shall have any right to claim promotion on the basis of seniority alone.

7. Discipline, punishment and appeal.—(1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the members of the Service against an order as specified in the Punjab Civil Services (Punishment and Appeal) Rules, 1970 shall be as per Appendix 'C'.

8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.—(1) In respect of matters which are not specifically provided in these rules the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time and

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

9. Repeal and savings.-The Punjab State Planning Board (State Service Class-II) Service Rules, 1976 are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed shall be deemed to have been issued or taken under the corresponding provisions of these rules.

10. Interpretation.-If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

APPENDIX 'A'

(See rules 1(3), 3 and 5)

Serial Number	Designation of the post	Number of posts		Scale of the Pay as per 5 th Pay Commission (in rupees)	Scale of the Pay as per 6 th Pay Commission (in rupees)	Scale of pay for the member of the service recruited after 17 th July, 2020 as per 7 th Central Pay Commission
		Permanent	Total posts			
1	2	3	4	5	6	7
1	Personal Assistant	1	1	10300-34800+4200	Level-12 (43000-136000)	--
2	Planning Officer	1	1	10300-34800+4200	Level-12 (43000-136000)	--
3	Senior Assistant	5	5	10300-34800+3800	Level-11 (38500-122700)	35,400 (Level-6)
4	Senior Scale Stenographer	1	1	10300-34800+3800	Level-11 (38500-122700)	35,400 (Level-6)

Appendix 'B'

(See Rule 6)

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience of appointment by	
		Direct appointment	Promotion	Direct Appointment	Promotion
1	2	3	4	5	6
1	Personal Assistant	-	Hundred percent		<p>1) From amongst the Senior Scale Stenographers who have an experience of working as such for a minimum period of four years.</p> <p>(2) In case no suitable candidate is available, the appointment shall be made by transfer from the officials already in Service on analogous post in the State Government or Central Government for a minimum period of two years working experience with Bachelor's Degree from a recognized university or an institution as already specified in the Punjab Civil Services (General and common conditions of service) Rules, 1994.</p>
2	Planning Officer	-	Hundred percent		<p>(1) From amongst the Senior Assistants who have an experience of working as such for a minimum period of eight years.</p> <p>(2) In case no suitable candidate is available, the appointment shall be made by transfer of an official already in Service on analogous post in State Government or Central Government with a minimum period of three years working experience.</p>

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience of appointment by	
		Direct appointment	Promotion	Direct Appointment	Promotion
1	2	3	4	5	6
3	Senior Assistant	Hundred percent	-	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.	-
4	Senior Scale Steno-grapher	-	Hundred percent	--	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.

APPENDIX 'C'

(See rule 7)

Serial Number	Designation of the post	Nature of Penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5
1	1. Personal Assistant	MINOR PENALTIES (i) Censure (ii) Withholding of his/her promotion. (iii) Recovery from his/her pay in whole on part of any pecuniary loss caused by him/her to the Government by negligence or breach of orders. (iv) Withholding of increments of pay without cumulative effect.	Administrative Secretary	Minister-in-Charge
	2. Planning Officer			
	3. Senior Assistant			
	4. Senior Scale Stenographer	MAJOR PENALTIES (i) Withholding of increments of pay with cumulative effect or reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay, (ii) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which Government employee was reduced and his seniority and pay on such restoration to that grade, post or service, (iii) Compulsory retirement	-do-	-do-

		(iv) Removal from service which shall not be a disqualification for future employment under the Government, (v) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		
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APPENDIX 'D'

(See rule 8)

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES I BRANCH)**

Notification

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:—

4 Short title, commencement and application.—

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (4) They shall come into force at once.
- (5) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

5 Definitions.— In these rules, unless the context otherwise requires, —

- (j) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;
- (k) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- (l) "Commission" means the Punjab Public Service Commission;
- (m) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- (n) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- (o) "recognised university or institution" means,—
 - (iii) any university or institution incorporated by law in any of the State of India; or

- (iv) any other university or institution, which is declared by the Government to be a recognised university or institution for the purposes of these rules;
- (p) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (q) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (r)(i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J&K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (iii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir Chakra or Vir Chakra; provided that, —
 - (c) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
 - (d) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note :- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

6 Nationality, domicile and character of person appointed to the service. —

- (1) No person shall be appointed to the Service unless he is, —
 - (f) a Citizen of India ; or
 - (g) a Citizen of Nepal ; or
 - (h) a Subject of Bhutan ; or
 - (i) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or

- (j) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice,—
- (3) No person shall be recruited to the service by direct appointment, unless he produces,—
 - (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with him in his private life and are unconnected with his university, college, school or institution; and
 - (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification.— No person;—

- a) who has entered into or contracted a marriage with a person having a spouse living; or
- b) who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.—(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year

immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be,-

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a War-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

5A. Increase in upper age limit.— Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.

6. Qualifications etc.—Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be as specified in the Service Rules made for that Service;

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be

graduation from a recognised university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. **Probation.**— (1) A person appointed to any post in the service shall remain on probation for a period of **three** years, if recruited by direct appointment and one year if appointed otherwise :

Provided that.—

- (e) any period after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (f) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the periods of probation;
 - (g) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (h) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may, —
- (a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - (b) If such person is appointed otherwise.—
 - (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,—
- (a) if his work and conduct has in its opinion been satisfactory—
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or

- (b) If his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules,—
- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years, if appointed otherwise.

8. **Seniority.**—The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:—

- (e) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (f) a person appointed by promotion shall be senior to a person appointed by transfer;
- (g) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and

- (h) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their *inter-se-seniority* shall be determined on the basis of their age. This is, an older person shall be senior to the younger person.

Note:—Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer.**—A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume 1, Part 1.
10. **Liability to serve.**—A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
11. **Leave, pension and other matters.**—In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
12. **Discipline, penalties and appeals.**— (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.
(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the Government employee shall be such as may be specified in the Service Rules.
13. **Liability for vaccination re-vaccination.**— Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
14. **Oath of allegiance.**— Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

- (h) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their *inter-se-seniority* shall be determined on the basis of their age. This is, an older person shall be senior to the younger person.

Note:—Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer.**—A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume 1, Part 1.
10. **Liability to serve.**—A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
11. **Leave, pension and other matters.**—In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
12. **Discipline, penalties and appeals.**— (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.
(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the Government employee shall be such as may be specified in the Service Rules.
13. **Liability for vaccination re-vaccination.**— Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
14. **Oath of allegiance.**— Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he-	From amongst the clerks, who have an experience of working as such for a minimum period of four years.
ii) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(iv) Qualifies in the competitive test specified by the appointing authority from time to time; and	
(v) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.	

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, typewriting on Computer to be conducted by the Board or the Appointing Authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered

to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2)".

15. Minimum educational and other qualifications:—

- (3) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised University or Institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

- (4) Possesses Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;
- (4) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, on computer to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at the speed of thirty words per minutes:

Provided that where appointment of Group 'C' non-technical post is offered to a War-Hero, who has been discharged from Defence Services or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).

15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –

Direct appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he—</p> <p>(v) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(vi) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(c) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and</p> <p>(d) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at the speed of 12 words per minute.</p> <p>(vii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the language shall be considered to have qualified the test for appointment as Senior Scale Stenographer".</p> <p>(viii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology</p>	<p>(iv) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year:</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of four years; and</p> <p>(v) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(c) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(d) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(vi) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale</p>

in Office Productivity application or Desktop publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

- 16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.**— No person shall be given direct appointment to the post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government, unless he, —

- (d) Possesses Bachelor's Degree from a recognised University or Institution; and
- (e) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (f) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

- 17. Knowledge of Punjabi Language.**— No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test

conducted by the Language Wing of the Department of Education of the Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. **Promotion to Group 'A' and Group 'B' Services.**— (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of *merit-cum-seniority* as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The Officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(d) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(e) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion.**—In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded there for in writing from the operation of this rule.

- 19. Power to relax.**— Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons :
Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.
- 20. Over riding effect.**— The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.
- 21. Interpretation.**— If any, question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs 11,660 or more;
Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs 5,160 to 10,639.

A.S. CHATTHA

Chief Secretary to Government of Punjab.

VIKAS PRATAP,

**Principal Secretary to Government of Punjab,
Department of Planning.**

PART III

GOVERNMENT OF PUNJAB
DEPARTMENT OF PLANNING
(PLANNING BRANCH)

NOTIFICATION

The 24th February, 2023

No. G.S.R.19/Const./Art.309/2023.- In exercise of powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make following rules regulating the recruitment and conditions of Service of the persons appointed to the Department of Planning (Economic Policy and Planning Board) Group C Service, namely:-

RULES

1. Short title, commencement and application.-(1) These rules may be called the Department of Planning (Economic Policy and Planning Board) Group C Service Rules, 2023.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. Definition.- (I) In these rules, unless the context otherwise requires,-

- (a) 'Appendix' means an appendix appended to these rules;
- (b) 'Administrative Secretary' wherever appearing in these rules, means Special Chief Secretary or Additional Chief Secretary or Financial Commissioner or Principal Secretary or Secretary whosoever is the administrative head of the Department;
- (c) 'Government' means the Government of the State of Punjab in the Department of Planning;
- (d) 'Head of the Department' means an officer not below the rank of Joint Secretary to Government of Punjab in the Department of Planning notified as such by the Government; and
- (e) 'Service' means the Department of Planning (Economic Policy and Planning Board) Group C Service.

(II) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. Number and character of posts.—The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect inherent right of the Government to add or to reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority.—Appointments to the Service shall be made by the Head of the Department.

5. Pay of members of Service .—The members of the Service shall be entitled to such scales of pay as may be authorized by the Government of Punjab in Department of Finance from time to time. The scales of pay, at present in force, in respect of the members of the Services are given in Appendix 'A'.

6. Method of appointment, qualification and experience.— (1) All appointments to the Service shall be made in the manner specified in appendix 'B':

Provided that if no suitable candidate is available for appointment by promotion or by direct appointment, then appointment to the Service shall be made by transfer of a person holding analogous post in State Government or Government of India.

(2) No person shall be appointed to any post in the Service, unless he possesses the qualifications and experience as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis and no person shall have any right to claim promotion on the basis of seniority alone.

7. Discipline, punishment and appeal .—(1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the members of the Service against an order as specified in the Punjab Civil Services (Punishment and Appeal) Rules, 1970 shall be as per Appendix 'C'.

8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.—(1) In respect of matters which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

9. Repeal and savings.-The Punjab State Planning Board (Class-III) Service Rules, 1988 are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed shall be deemed to have been issued or taken under the corresponding provisions of these rules.

10. Interpretation.-If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

APPENDIX 'A'

(See rules 1(3), 3 and 5)

Serial Number	Designation of the post	Number of posts		Scale of the Pay as per 5 th Pay Commission (in rupees)	Scale of the Pay as per 6 th Pay Commission (in rupees)	Scale of Pay for the member of the service recruited after 17 th July, 2020 as per 7 th Central Pay Commission
		Permanent	Total posts			
1	2	3	4	5	6	7
1	Junior Scale-Stenographer	9	9	5910-20200+ 2800	Level-7 (28900-91600)	29,200/- (Level 5)
2	Steno Typist	7	7	5910-20200+ 2000	Level-5 (21300-67800)	21,700/- (Level-3)
3	Driver	5	5	5910-20200+2000	Level-5 (21300-67800)	

Appendix'B'

(See rule 6)

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience of appointment by	
		Direct appointment	Promotion	Direct Appointment	Promotion
1	2	3	4	5	6
1	Junior Scale-Stenographer	Forty percent	Sixty percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time	From amongst the Stenotypists who have an experience of working as such for a minimum period of four years.
2	Stenotypist	Hundred percent	—	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.	—
3	Driver	—	—	Incumbent shall be hired on Out Source basis who - (i) Should possess Light Vehicle Driving License ; (ii) have Knowledge of Punjabi Language of Metric level ; and (iii) have experience of car driving for minimum period of three years.	—

Appendix 'C'

(See rule 7)

Serial Number	Designation of the post	Nature of Penalty	Authority empowered to impose penalty	Appellate authority
1	2	3	4	5
		MINOR PENALTIES		
1	Junior Scale Stenographer	(i) Censure	Head of Department	Administrative Secretary
		(ii) Withholding of his promotion.		
2	Stenotypist	(iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders.		
3	Driver	(iv) Withholding of increments of pay without cumulative effect.		
		MAJOR PENALTIES		
		(v) Withholding of increments of pay with cumulative effect or reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay,	-do-	-do-
		(vi) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such	-do-	-do-

		restoration to that grade, post or service, (vii)Compulsory retirement (viii)Removal from service which shall not be a disqualification for future employment under the Government, (ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		
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APPENDIX 'D'

(See rule 8)

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES I BRANCH)**

Notification

The 4th May, 1994

No. G.S.R. 33/Const./Art. 309/94.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:—

7 Short title, commencement and application.—

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (6) They shall come into force at once.
- (7) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

8 Definitions.— In these rules, unless the context otherwise requires, —

- (s) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;
- (t) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- (u) "Commission" means the Punjab Public Service Commission;
- (v) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- (w) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- (x) "recognised university or institution" means,—
 - (v) any university or institution incorporated by law in any of the State of India; or

- (vi) any other university or institution, which is declared by the Government to be a recognised university or institution for the purposes of these rules;
- (y) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (z) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (aa) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J&K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (iv) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir Chakra or Vir Chakra; provided that, —
- (e) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
- (f) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note :- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

9 Nationality, domicile and character of person appointed to the service. —

- (1) No person shall be appointed to the Service unless he is, —
 - (k) a Citizen of India ; or
 - (l) a Citizen of Nepal ; or
 - (m) a Subject of Bhutan ; or
 - (n) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or

- (o) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice,—
- (3) No person shall be recruited to the service by direct appointment, unless he produces,—

- (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with him in his private life and are unconnected with his university, college, school or institution; and
- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification. — No person;—

- a) who has entered into or contracted a marriage with a person having a spouse living; or
- b) who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.—(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year

immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be,-

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a War-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

5A. Increase in upper age limit.— Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.

6. Qualifications etc.—Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be as specified in the Service Rules made for that Service;

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be

graduation from a recognised university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

- 7. Probation.—** (1) A person appointed to any post in the service shall remain on probation for a period of **three** years, if recruited by direct appointment and one year if appointed otherwise :

Provided that.—

- (i) any period after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (j) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the periods of probation;
 - (k) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (l) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may, —
- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - (b) if such person is appointed otherwise.—
 - (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,—
- (a) if his work and conduct has in its opinion been satisfactory—
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or

(b) If his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules,—

- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
- (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years, if appointed otherwise.

8. Seniority.—The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:—

- (i) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (j) a person appointed by promotion shall be senior to a person appointed by transfer;
- (k) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and

- (l) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their *inter-se-seniority* shall be determined on the basis of their age. This is, an older person shall be senior to the younger person.

Note:—Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer.**—A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume 1, Part 1.
10. **Liability to serve.**—A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
11. **Leave, pension and other matters.**—In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
12. **Discipline, penalties and appeals.**— (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.
(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the Government employee shall be such as may be specified in the Service Rules.
13. **Liability for vaccination re-vaccination.**— Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
14. **Oath of allegiance.**— Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he-	From amongst the clerks, who have an experience of working as such for a minimum period of four years.
iii) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(vi) Qualifies in the competitive test specified by the appointing authority from time to time; and	
(vii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.	

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, typewriting on Computer to be conducted by the Board or the Appointing Authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered

to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2)".

15. Minimum educational and other qualifications:—

- (5) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised University or Institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

- Possesses Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;
- (6) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, passed a test in English and Punjabi, respectively, on computer to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at the speed of thirty words per minutes:

Provided that where appointment of Group 'C' non-technical post is offered to a War-Hero, who has been discharged from Defence Services or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).

15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –

Direct appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he—</p> <p>(ix) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(x) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(e) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/ computer) at a speed of 20 words per minute; and</p> <p>(f) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at the speed of 12 words per minute.</p> <p>(xi) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the language shall be considered to have qualified the test for appointment as Senior Scale Stenographer".</p> <p>(xii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology</p>	<p>(vii) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year:</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of four years; and</p> <p>(viii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(e) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(f) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(ix) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale</p>

in Office Productivity application or Desktop publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

- 16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.—** No person shall be given direct appointment to the post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government, unless he, —

- (g) Possesses Bachelor's Degree from a recognised University or Institution; and
- (h) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (i) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

- 17. Knowledge of Punjabi Language.—** No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test

conducted by the Language Wing of the Department of Education of the Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. **Promotion to Group 'A' and Group 'B' Services.**— (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of *merit-cum-seniority* as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The Officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(f) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(g) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

- (2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion.**—In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded there for in writing from the operation of this rule.

- 19. Power to relax.**— Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons :
Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.
- 20. Over riding effect.**— The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.
- 21. Interpretation.**— If any, question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs 11,660 or more;
Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs 5,160 to 10,639.

A.S. CHATTHA

Chief Secretary to Government of Punjab.

VIKAS PRATAP,
Principal Secretary to Government of Punjab,
Department of Planning.